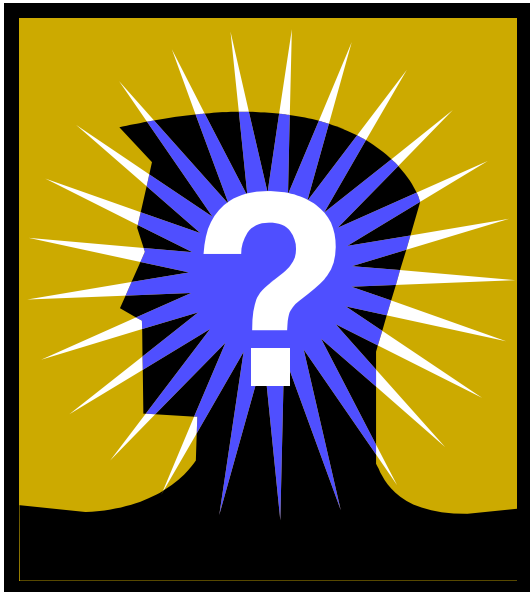


# MASTER AGREEMENT

YOUR ROLES AND RESPONSIBILITIES

# EXECUTIVE ORDER D-48-85

⦿ Filed 12/16/85



1. Full compliance with H&S laws
2. Safety committees
3. ISWAP
4. H&S + RTWC
5. Meet yearly
6. ORIM


# PROVIDE A SAFE WORK PLACE

- ◉ Injury and Illness Prevention Program ~ IIPP
- ◉ [www.dir.ca.gov](http://www.dir.ca.gov)
- ◉ Other Cal-OSHA requirements
- ◉ Report serious injuries or deaths within 8 hours
- ◉ Maintain Log 300 and post annually

# NOTIFY YOUR EMPLOYEES

- Post notice
- Choose doctor
  - MPN
  - Nearby
  - Relationship
- Offer predesignate
  - At hire
  - Annually
- Provide MPN guide
  - At hire
  - At DOI
- Provide W/C guide
  - At hire

# WWW.STATEFUNDCA.COM/STATECONTRACTS/



STATE FUND HOME

MASTER AGREEMENT | FORMS

State Contract Services

Information for State Agencies

HOME

RESOURCES


SERVICES

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SERVICING LOCATIONS

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DEPARTMENT OF PERSONNEL ADMINISTRATION BENEFITS

[Read More »](#)

STATE CONTRACT SERVICES

State Contract Services is in partnership with the Department of Personnel Administration to provide workers' compensation services to State Agencies. This site is provided for State Agencies participating in the Master Agreement administered through the Department of Personnel Administration. Here you will find tools and information to assist State Agencies in the provision of workers' compensation benefits.

State Fund provides workers' compensation claims services to State Agencies that participate in the Master Agreement administered through the Department of Personnel Administration. This site contains tools and information to assist State Agencies in the provision of workers' compensation benefits.

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[Legal Notice and California Privacy Policy](#)

# ACCIDENTS HAPPEN...

- ◉ Provide 3301 within 1 day AND DOCUMENT THAT YOU DID SO!!
- ◉ Submit 3067 within 5 days to State Fund
- ◉ EFROI is preferred
  - SFO access
  - Claim established immediately
- ◉ Or FAX to CSC
  - Use fax cover sheet
  - Email 2/3/11
  - Only 3067 + 3301
  - Claim established within 5 days

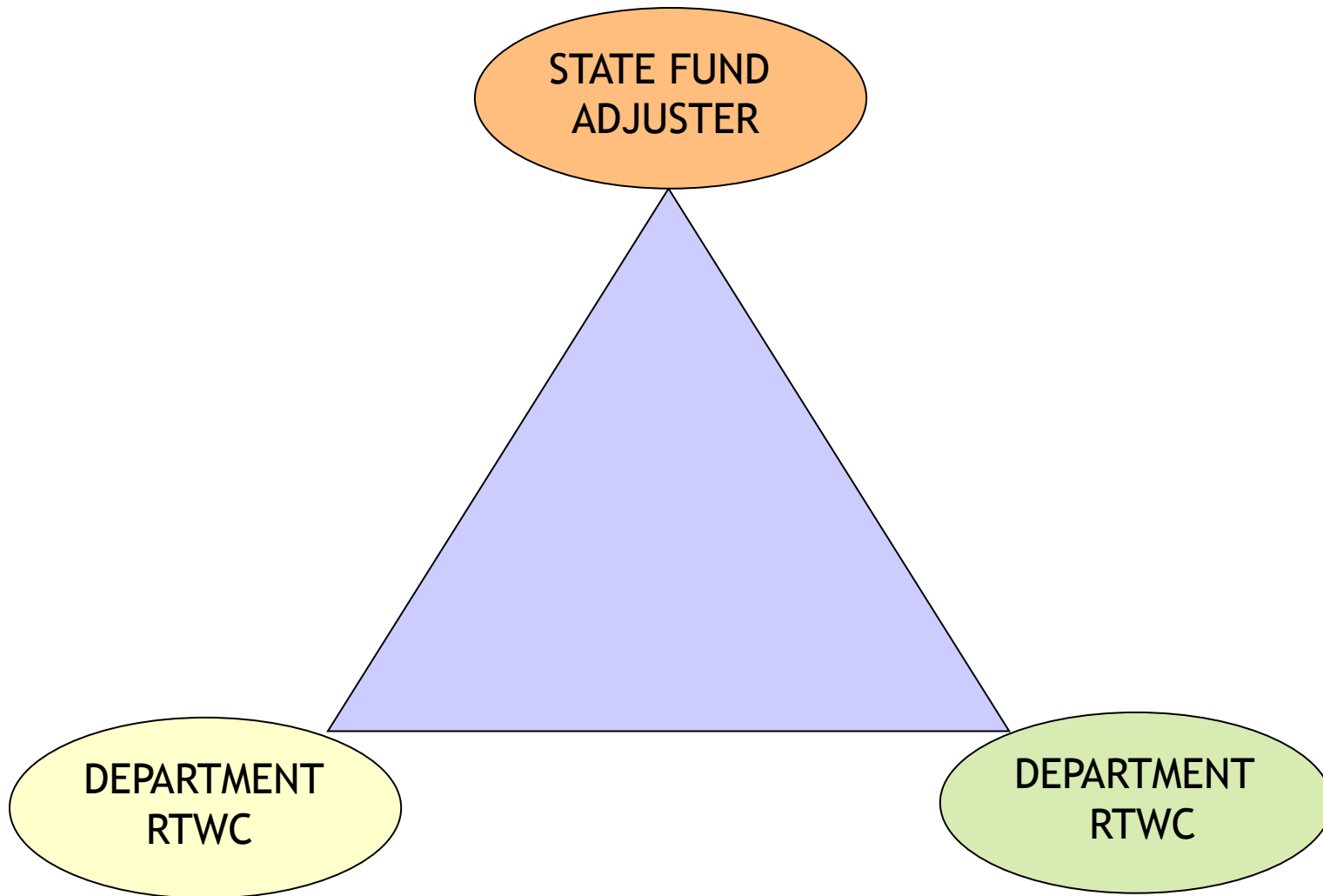


# AUTHORIZE FIRST DR VISIT

- ◉ With MPN doctor (on notice) or predesignated doctor/medical group
- ◉ Arrange transportation or accompany employee
- ◉ Within 1 day of the return of the 3301
- ◉ Within 3 days of knowledge



# MASTER AGREEMENT





# COMMUNICATE ~ EMAIL 😊

- ◉ Identify disputed claims at makeup or within 5 days of knowledge
- ◉ Can request an investigation...
- ◉ Will cooperate with assigned investigator
- ◉ Discuss with agency at makeup and before acceptance (no later than 60 days into delay period)
- ◉ Schedule within 10 days or notify if not
- ◉ Will notify RTWC when assigned

DEPARTMENT

STATE FUND

# COMMUNICATE ~ EMAIL 😊

- ◉ Track the waiting period plus dates (IDL) or hours (4800 time) and pay salary continuation benefit timely.
- ◉ Notify State Fund IN WRITING within 30 days of benefit expiration.
- ◉ Verify ALL periods of medically substantiated disability INCLUDING the waiting period

DEPARTMENT

STATE FUND

# COMMUNICATE ~ EMAIL 😊

- ◉ Provide any requested information within 5 days
- ◉ Please use SOLCA and SFO before you call or email...
- ◉ Narrative reports on all open (unfinalized) claims by June 30, 2010
  - SFO access

DEPARTMENT

STATE FUND

# COMMUNICATE ~ EMAIL 😊

- ◉ PROTECT  
CONFIDENTIAL  
INFORMATION
- ◉ Notify State Fund of  
availability of  
modified or  
alternative work  
within 5 days
- ◉ Provide copies of  
benefit letters
- ◉ Provide copies of  
medical reports

DEPARTMENT

STATE FUND

# COMMUNICATE ~ EMAIL 😊

- ◉ Reply to authority request within 10 days
- ◉ At minimum grant authority to Stipulate to the DEU rating
- ◉ If not, then agree to attend the MSC or trial
- ◉ Transmit proposed finalization within 60 days of P&S report (if claim ready to settle)
- ◉ Package to include:
  - IV.A.30 a-j

DEPARTMENT

STATE FUND

[www.dpa.ca.gov/benefits/workers-comp/main.htm](http://www.dpa.ca.gov/benefits/workers-comp/main.htm)

READ ALL ABOUT IT...





**Quick Links**

- » State Jobs
- » Holidays
- » PMLs
- » Awards
- » Subscriptions
- » Forms
- » Publications
- » Public Notices

**Government Links**

- » State Personnel Board
- » CalPERS
- » Department of Finance
- » State Controller's Office
- » Public Employment Relations Board
- » California Citizens Compensation Commission
- » State Telephone Directory
- » State Agencies Directory

[Home](#) » [Benefits](#) » **Workers' Compensation Program**

## Workers' Compensation Program

The Workers' Compensation Program administers the [Master Agreement](#) (PDF) between DPA and the State Compensation Insurance Fund. The Workers' Compensation Program

- » Works with all participating agencies to establish procedures and resolve disputes related to the agreement
- » Reviews and monitors all program costs associated with the services provided under the agreement
- » Oversees statewide policy and procedures regarding departmental compliance with workers' compensation laws
- » Provides workers' compensation and return to work training
- » Serves as a resource for technical questions and information in all areas related to workers' compensation and return to work issues

### Training for HR Staff

- » [Return to Work Training Class \(#835\)](#)
- » [Return to Work Refresher Class](#)
- » [Return to Work Forums](#)

### Cost Information

To open these files you will need either Excel or the free [Excel Viewer](#).

- » [Fiscal Year 2008 - 2009](#)
- » [Fiscal Year 2008 - 2009 - Largest Departments](#)
- » [Fiscal Year 2007 - 2008](#)
- » [Fiscal Year 2007 - 2008 - Largest Departments](#)
- » [Fiscal Year 2006 - 2007](#)
- » [Fiscal Year 2006 - 2007 - Largest Departments](#)



# ALSO ON OUR WEB SITE...

- ◉ Publications
- ◉ Related PMLs
- ◉ FORUM reviews
- ◉ Related memos
- ◉ Resources ~ Links
  - State Fund
  - Cal-OSHA
  - RTWC List
- ◉ For EMPLOYEES
  - I've just been injured, what now?
  - Supplementing IDL
  - Supplementing TD
- ◉ For EMPLOYERS
  - W/C Claims Kit
  - The Employers' Role

# OTHER TRAINING OPPORTUNITIES

- ◉ Basic Safety Training at DGS/ORIM  
\$1000/student
- ◉ SPB classes ~ costs vary with subject
- ◉ W/C for personnel specialists at SCO  
~ two + three days



[TRACY.CALDWELL@DPA.CA.GOV](mailto:TRACY.CALDWELL@DPA.CA.GOV)

I'm all about service!!

